

在紙上推銷自己 — 求職申請表

Selling Yourself on Paper-The Job Application



並不是所有職位都需要申請表。但是一份標準的表格和履歷與一封求職信同樣重要。那麼,如何有效地填寫申請表呢?你能夠以固定的格式,在有限的時間內,明確地說明你的技能和成就嗎?

有些問題是你在繼續求職的路上必須回答的。這份資料單列舉了一些有關填寫申請表時的一些重要訣竅,幫助你向雇主證明你是最合適的人選。

引起雇主的興趣

許多雇主採取申請表方式,因這些表格很方便,把有關的資料填寫在一份標準的格式內,面試者可以更容易和快速地獲得資料。如果是這樣,你就應遵守公司的要求,事先做好準備;在申請職位之前,將表格內要求列舉的事實、日期和介紹資料,全部填寫妥當。

填寫申請表

職位申請表與履歷同樣重要,它能決定你是否能得到面試;所以要填寫得有效用。這裡有一些適用於填寫職位申請表有效的訣竅:

- **填表前要仔細閱讀清楚表格。**按照指示要求填寫,這就是最有效填表的先決條件。
- **要求兩份申請表。**你可要求額外填多一份作為草稿,攜帶一份履歷與推薦人的名單,這可協助你更準確地填寫申請表。
- **以正楷或容易的字體書寫,令人方便閱讀。**用可靠的藍色或黑色筆填寫。攜帶一支塗改液或擦膠,以防萬一寫錯。
- **檢查你的拼字、文法和標點符號。**
- **不要留下空白欄。**當所要求的資料與你的不相關時,可以寫“無”或“不適用”(“not applicable” “does not apply”)。
- **提供可靠的推薦人。**在列出推薦人名字之前,一定要獲得對方同意。
- **在申請表上簽名並寫下日期。**
- **對於不明白的縮寫和名詞,請教其他人。**最好是向派表格給你的人詢問。



→ 確定全部資料是正確無誤。檢查就業日期、電話號碼及地址等是否準備。

下定決心

職位申請表的內容對你能否有進一步進展——面談是極之重要。因而,不要被看似嚴格繁複的表格嚇怕,參考下面給你的表格樣本。另外,你還可到DCS 的就業中心來,查閱DCS的《求職雜誌》(Job Search Journal),以及其他的出版刊物,它們會有更多關於填寫申請表的訣竅。

Application for Employment

DATE _____

PERSONAL INFORMATION

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	REFERRED BY		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
EVER APPLIED TO THIS COMPANY BEFORE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	WHERE?
		WHEN?

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS

U.S. MILITARY OR NAVAL SERVICE RANK

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY
FROM		
TO		
FROM		
TO		
FROM		
TO		

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS KNOWN
1				
2				
3				

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT
		SALARY WAGES	

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER